

DEPUTY FIRE CHIEF

NATURE OF WORK

This is responsible administrative and supervisory work directing and coordinating Fire Department activities within an assigned district on an assigned shift.

Work involves responsibility for the command of all firefighting activities in a major geographical area of the City on an assigned shift. Work also includes participating in the formulation of departmental policies and procedures; participating in the preparation and administration of the budget; preparing and submitting a variety of statistical and operational reports; and conducting research on assigned subjects and preparing reports based on findings. An employee in this classification has overall responsibility for stations, personnel and equipment within an assigned district. Work is performed in accordance with departmental regulations and requires the use of considerable independent judgment and the ability to think quickly and make sound decisions in emergency situations. Supervision is received from the Fire Chief with work being reviewed in the form of reports submitted and overall effectiveness of company firefighting and medical emergency activities. Supervision is exercised over subordinate Fire Captains, Fire Apparatus Operators, Firefighters and Firefighter/Paramedics.

EXAMPLES OF WORK PERFORMED

Participates in the formulation of departmental policies and procedures by reviewing existing operations and recommending improvements.

Compiles and calculates statistical data in the preparation and administration of the annual budget; reviews and approves routine budgetary expenditures.

Maintains departmental discipline and order; enforces rules and regulations; reviews and investigates reports from Fire Captains of violations of rules and regulations; recommends disciplinary actions; and regularly inspects readiness of personnel and equipment.

Prepares and submits a variety of statistical and operational reports; conducts research on assigned subjects; and prepares reports and makes recommendations based on findings.

Responds to emergencies on an assigned shift; relieves subordinate Fire Captains of command upon arrival at fire scene; directs firefighting, rescue and salvage operations; orders apparatus and equipment not needed at the fire scene to return to assigned station; and acts as commander until relieved by the Fire Chief.

Evaluates Fire Captains within assigned fire district; records personnel data received from stations in assigned district including attendance, sick leave, vacation, and time spent at a higher level classification; and assigns Firefighters, Firefighter/Paramedics, Fire Apparatus Operators and Fire Captains to engine and truck companies within assigned fire districts; may interview and rate or hire firefighter applicants.

Performs regular inspections of personnel, quarters, equipment and records and reports on conditions; participates in fire training activities including drills, lectures, demonstrations and other instructional procedures.

Performs regular inspections of schools, churches and commercial establishments; reviews street layouts, hydrant locations, water main systems, and sprinkler systems.

May assume command and responsibility in the absence of the Fire Chief as delegated by the Fire Chief.

Develops public awareness and public education programs.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of modern principles, methods and procedures of fire administration and organization.

Thorough knowledge of firefighting methods and equipment as well as fire prevention techniques.

Thorough knowledge of the use and care of modern firefighting equipment and apparatus.

Thorough knowledge of the geographical layout of the City, including the location of streets, fire hydrants, and major fire hazards located therein.

Thorough knowledge of departmental rules and regulations, as well as the laws and ordinances affecting fire department operations.

Thorough knowledge of fire prevention codes, practices and policies.

Considerable knowledge of emergency medical treatment, resuscitation, and other rescue techniques.

Considerable knowledge of the Lincoln emergency medical system.

Considerable knowledge of the principles of management and organization.

Knowledge of Lincoln EMS Medical Protocols and the Lincoln/Lancaster Multiple Casualty Incident Plan.

Knowledge of research techniques, methods and procedures, and ability to analyze and interpret data and submit reports based on analysis.

Ability to command large-scale operations of personnel and equipment under emergency conditions involving danger to life and property.

Ability to analyze situations correctly and quickly, and to adopt effective courses of action, giving due regard to surrounding hazards and circumstances.

Ability to analyze administrative problems and situations, and to present appropriate facts and recommendations concisely, in written or oral form.

Ability to plan, assign and direct the work of a number of subordinate operating units, and to direct the work of subordinate employees under emergency conditions.

Ability to establish and maintain effective working relationships with City officials, subordinates, and the general public.

Ability to identify symptoms and provide emergency medical care to victims of vehicular, fire and other injury causing accidents.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public or business administration or related area, or in fire protection technology, plus thorough experience performing firefighting, hazardous materials response and emergency medical activities including experience in a supervisory capacity not lower than Fire Captain. Hazardous Materials Awareness, Operations, or Technician certification, and Incident Command for Hazardous Materials certification is desired.

MINIMUM QUALIFICATIONS

Graduation from an accredited vocational or technical college with an associate degree in fire science or technology plus thorough experience performing firefighting activities including some experience in a supervisory capacity not lower than Fire Captain; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills. Candidates must also meet such specific physical requirements as well as length and type of fire service requirements, as are established by the City.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Completion of the following Captain Certification courses: A) Training Methods and Procedures; B) Fire Officer I; and C) Fire Officer II.

Possession of State of Nebraska certification as a Fire Fighter I or equivalent.

Possession of a valid Nebraska Emergency Medical Technician or Paramedic certificate at time of appointment is necessary to the satisfactory performance of assigned duties.

Possession of State of Nebraska certification in Hazardous Materials Operations.

Approved by: _____
Department Head

Personnel Director

4/87

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